



1251 2ND AVENUE SOUTH – ROOM 101, OKANOGAN, WA 98840
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Position Description

Title: **Conservation Educator**

Introduction The incumbent of this position is responsible for developing, coordinating, and implementing the District's public outreach and education programs that promote conservation of natural resources in Okanogan County. The incumbent must successfully convey conservation principles and ideals to a wide range of the population through a variety of spoken, written, and graphical means.

Essential Duties & Responsibilities

1. Develop and continuously update as necessary a comprehensive conservation education program that highlights conservation principles and activities constituents can implement.
2. Coordinates public education activities in a multitude of grants and programs while working collaboratively with the project lead.
3. Coordinates District involvement in local, regional, and state conservation education events such as 6th grade camps, Kids in the Creek, and Envirothon.
4. Works cooperatively with landowners and coordinating agencies to effectively implement grant program requirements.
5. Coordinates public workshops, tours, symposiums, and community conservation events.
6. Coordinates the development and production of the District newsletter, updating the District web-site, brochures, guidebooks, flyers, and other outreach methods that may be used to increase the District's message.
7. Initiates new and innovative outreach programs to promote sustainable natural resource management.
8. Work cooperatively with local educators to develop conservation related modules to be shared and implemented in multiple schools.
9. Develops conservation education displays, PowerPoint presentations, and other presentation material as needed.
10. Develops a working knowledge of policies, procedures and techniques to all land uses and major conservation activities within Okanogan County and North Central Washington.
11. Assists with District activity reporting and presentation to community groups, local elected officials, agency partners, and others.
12. Writes and submits all necessary project reports for assigned funding sources.
13. Attend evening and weekend meetings, functions and trainings, including periodic overnight travel.
14. Performs other duties as assigned by supervisor.

15. All duties and actions taken by the incumbent of this position while on official duty will be performed in a safe and healthful manner and will be of a nature to reflect favorably on the Okanogan Conservation District.

Supervision

The incumbent of this position is under the direct supervision of the District Manager. Additional assignments are requested by other members of the District. Conflicts in assignments will be resolved by the District Manager.

Performance Review

The District Manager will conduct an annual evaluation of the incumbent. The employee's performance rating is an overall evaluation of their performance of assigned duties and responsibilities in the judgment of your supervisor. It will be the basis for decisions on changes in pay and employment status by the Board of Supervisors.

Knowledge & Skills Requirements

1. Possess a college bachelor's degree in natural resources, education, or closely related fields. Experience may be substituted year for year for education.
2. Excellent verbal, written, and graphic communication skills.
3. Excellent ability to form relationships and work collaboratively with media sources and conservation partners.
4. Ability to organize and motivate a broad spectrum of individuals and groups in the arena of conservation.
5. Be self-motivated; work efficiently, ethically, and honestly.
6. Have demonstrable experience working positively and successfully with individuals one-on-one and in group settings.
7. Willingness to take direction from and able to support colleagues and partner agencies with projects.
8. Have advanced Microsoft Office software skills, and ability to use and learn other software suites.
9. Ability to use a range of audio-visual equipment to effectively deliver presentations and convey conservation messages.
10. Organize and plan own schedule of activities related to work goals and objectives set by the District Manager.
11. Maintain accurate records regarding time-keeping and authorized expenses.
12. Work closely, cooperatively, and in a non-confrontational manner with others in a public office environment.
13. Physically perform the tasks of the job in the field by traversing uneven ground in varied weather conditions and occasionally carrying heavy loads of equipment and/or materials in excess of fifty (50) pounds.
14. Have or obtain and maintain a valid Washington State Driver's License and be able to safely operate a motor vehicle.

The following are highly desired:

1. Five or more years of work experience in conservation education, general education, natural resource management, public relations, or similar field.
2. Knowledge of a broad range of soil and water conservation principles,

techniques, methods and practices to apply and install conservation systems, which involve complex and diverse agricultural and other land uses.

3. Ability to maintain web-pages, upload files, develop pages for projects, and modify web-site layout as needed.

Compensation

The pay schedule for this position will generally be between \$16.00 and \$21.00 per hour depending upon qualifications.